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Module 8

The Dangers of the Change Approval Process

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**Introduction**

In the tech sector, change approval processes utilize change management to ensure that change is made effectively and efficiently and mitigate risks of disruptions and unintended consequences (Pavel, 2018). Change approval processes outline the process for seeking and granting approvals for various actions or even for decision-making (Pavel, 2018). Change management processes should include defining who has the authority to approve the request and what conditions must be met for approval (Pavel, 2018). Change approval systems are an important piece of an organization’s processes and oversight. They benefit organizations in several ways, including automated workflows, transparent processes and audit trails, enhanced workflow tracking and timelines, and streamlined decision making (Pavel, 2018). However, change approval processes can also come with disadvantages that can add risks and challenges to projects. Below is an overview of some dangers of change approval processes.

**Danger #1: Slowed Time-to-market**

Change management systems, especially legacy ones that rely on manual movement that can last several days, can be inefficient and lead to a team investing too much time and resources in a task or action. Since the tech sector is so fast-paced and competitive, an inefficient change approval process can lead to a loss of revenue or a competitive edge (LaunchDarkly, 2024).

**Danger #2: Lack of Flexibility**

Change management systems, especially legacy systems, can lack mobile access and limit the process (N-able, 2025). When change management systems lack flexibility, leaders are unable to make timely and effective decisions (N-able, 2025). Furthermore, with the rise of global teams, change management processes that rely on “old ways” of transmission and communication can lag expectations for timeliness and efficiency.

**Danger #3: Risk of Information Loss and Errors**

If approval methods are outdated or ineffectively managed, important information could be lost or overlooked, leading to poor decision-making (N-able, 2025). If all the information is not present at the time of approval or denial, the odds of human error increase, leading to a higher risk of project failure or significant challenges (N-able, 2025).

**Danger #4: Challenging to Implement & Requires Strong Processes and Buy-in**

Change approval processes can be difficult to implement and prone to fail if they are not properly instated and managed (N-able, 2025). Change approval process implementation often runs into challenges related to organizational resistance to change, especially if changing from an existing process that the team is familiar with (N-able, 2025). Similarly, if teams are not properly coordinated, change management can become disjointed and cause disruptions or departmental incompatibilities (N-able, 2025). It is essential that teams work together on change approval and communicate about approvals and upcoming changes.

**Danger #5: Insufficient Documentation**

One pitfall that change approval processes can face is insufficient documentation. If changes occur without proper documentation or if this documentation is not retained, understanding a project’s changes can become challenging, leading to security vulnerabilities or other blind spots (N-able, 2025).

**Conclusion**

Change approval processes are an important part of collaborative development projects, and benefit teams and projects by mitigating risk and enhancing collaboration and communication. However, if a change approval process is not properly implemented and managed, this process can lead to significant drawbacks and greater project risk. When considering a change management process, it is essential to ensure that leaders and decision-makers have the ease and resources required to make efficient and informed decisions. Additionally, due to the ever-evolving nature of tech, it is crucial to ensure that change approval processes align with current technological advancements and keep an organization competitive and timely.

**References**

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